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STATISTICAL REPORT FOR ISB ACTIVITIES

for March 1956

VISUAL AIDS SECTION

1. Received a total of 33 requests for planning and the construction of visual training aids and graphic materials for training purposes.
2. Planned and completed the art work and shop work on a total of 248 items, including sketches, graphs, drawings, signs, posters, and display items, of which:
 - a. 2 projects totaled 40 man hours or more;
 - b. 1 project totaled 160 man hours or more.
3. Received a total of one request for photographic aid and camera assistance, including taking still pictures, processing, developing and printing.
 - a. Processed and developed 183 feet of opthalma-graph film.

EDITORIAL AND REPRODUCTION

1. Edited 2 special instructional projects; total pages, 46 (Guide cards).
2. Edited, typed, processed and distributed 20 administrative communications from Office of Director of Training.
3. Processed 51 requests through Printing Services Division/LO.
4. Reproduced internally, 91 requests from offices of OTR; 458 masters and/or stencils.

AUDIO AIDS SECTION

1. Number of requests handled: 126 covering 263 items.
2. Number of films procured: 208.
3. Number of films projected: 114
4. Number of sound recordings made: 297 hours.
5. Number of preventive maintenance checks made: 105.
6. Number of emergency checks made: 36

LIBRARY SERVICES SECTION

A. Operation of Libraries

1. Operated the OTR Library with this volume:
 - a. Book charges: 161
 - b. Periodical charges: 290
 - c. Vertical file charges: 22
 - d. Inter-library loans received: 154
 - e. Inter-library loans ordered: 124
 - f. Books ordered: 193
 - g. Books received: 824
 - h. New periodicals received: 17

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LIBRARY SERVICES SECTION (Cont.)

- i. Classified materials ordered: 8
- j. Classified materials received: 12
- k. GUIDE requests processed: 154
- l. Information reports scanned: 4440
- m. Information reports distributed: 543
- n. Documents distributed (Vault): 189
- o. Lesson plan accessions: 29

2. Services the sub-library collections in the following volumes:

25X1

Reference requests: 0
Research requests: 1
Book accessions: 33
Document accessions: 93
Inter-library loans: 23
Periodical accessions: 1

Other Collections

Basic School

Admin. Tr.: 1
BOC: 2
Clerical Tr.: 86
Management Tr.: 16

Intelligence School

IPM: 9
Reading Improvement: 28
World Communism: 7

Operations School

25X1

Language and External Training School: 501

Assessment and Evaluation Staff: 6

B. Reference, research, and bibliographic functions

1. Processed 12 reference requests.
2. Processed 7 research requests, totaling 17 man hours.
3. Conducted research and prepared 4 bibliographies, of which 2 were annotated and 0 completed, totaling 1005 entries and 83 man hours.
4. Published 2 issues of the GUIDE containing a total of 118 annotated items.

Arranged for the translation of 2 documents, books, etc., totaling 50 pages, in 1 language.

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